

**CITY OF CARLSBAD  
JOB DESCRIPTION**

**JOB TITLE:**                    **LEGAL SECRETARY**

**DEPARTMENT:**                **CITY ATTORNEY**

**BASIC FUNCTION:**

Under general supervision, perform a variety of responsible legal secretarial duties in conjunction with the City Attorney's Office; prepare pleadings, motions, discoveries, and all court filings and litigation related correspondence; provide support to other professionals in the City Attorney's Office.

**KEY RESPONSIBILITIES:**

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Assist attorneys with litigation matters, drafting and transcribing pleadings including verifying quotes for accuracy; verify case cite references utilizing law books and a computer database; compile and mark exhibits as necessary.

Research litigation-related rules, terminology, facts and procedures utilizing a variety of sources; create templates of portions of pleadings for lawsuits.

Compose, type and compile pleadings, subpoenas, discoveries, motions, agenda bills, resolutions, ordinances, correspondence and various legal documents, transcribe from stenographic equipment, notes, oral or written instruction or prior materials; review work for accuracy, format and compliance.

Receive and review visitors and telephone calls; provide information regarding policies and procedures; refer complaints to the appropriate staff or agency; open, sort and route mail; prepare and process complaints for Municipal Code violations; schedule meetings and appointments for attorneys.

Monitor standard agreements, verifying the latest approved agreements are in the standard agreement books and the Table of Contents are updated as necessary.

Calendar litigation matters for attorneys requiring knowledge of court rules and procedures.

Prepare and maintain litigation filing; verify correspondence and pleadings are filed chronologically; prepare a log sheet with updated and accurate information.

Operate a variety of office equipment including a computer, typewriter, copier, stenographic machine and other assigned equipment.

Prepare and maintain a variety of records, reports and files related to the City Attorney's Office.

Perform other related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Organization, functions and activities of the City Attorney's Office and municipal government.

Legal office and secretarial procedures and requirements.

Federal and State Court rules and procedures.

Criminal and civil law functions of the legal office.

Processing requirements and procedures for public documents.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

City and department organization, operations, policies and objectives.

Telephone techniques and etiquette.

**Skill in:**

Typing and transcribing legal materials and operating office equipment.

**Ability to:**

Perform a variety of responsible legal secretarial duties in conjunction with attorneys.

Research and analyze data and information.

Plan and organize work.

Prioritize and schedule work.

Operation of a computer to enter data, maintain records and generate reports.

Present ideas and concepts clearly and concisely.

Communicate effectively both orally and in writing.

Work confidentially with discretion.

Interpret, apply and explain codes, rules, regulations, policies and procedures.

Meet schedules and time lines.

Work independently with little direction.

Answer telephone and greet the public courteously.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training and five years of increasingly responsible secretarial or administrative office support experience, including at least two years in a legal office environment.

**PHYSICAL STANDARDS:**

Position in this class are typically situated in a standard office environment.

6/2/97